

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Electronics Technician Supervisor**

**Class Code: 40353**

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### **A. Purpose:**

Supervises the repair of electronics equipment and the electronic technicians involved in the repair of that equipment and also repairs, inspects and tests electronic equipment to keep that equipment in top operating condition. Directs the daily activities of assigned data collection projects.

### **B. Distinguishing Feature:**

The Electronics Technician Supervisor supervises Electronic Technicians and clerical staff, participates in the servicing of highly sophisticated electronic equipment and is also involved in designing installation layouts and construction of special electronic devices.

The Electronics Technician services sophisticated electronic equipment consisting of integrated circuitry and may install, repair, calibrate, operate and maintain specialized vehicle data collection devices.

Audio-Visual Technicians work within an educational facility and maintain audiovisual equipment such as televisions, video recorders or audio tape decks.

Broadcast Maintenance Technicians work with and service television and radio transmitting equipment.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Supervises subordinate staff to ensure that the goals and objectives of the program are met.
  - a. Interviews and selects staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses employee problems and recommends discipline.
  - e. Conducts performance reviews and completes performance documents.
2. Repairs electronic equipment to ensure the continuing efficient operation of equipment.
  - a. Diagnoses problems.
  - b. Replaces irreparable parts.
3. Designs special electronic apparatus and installation layouts and constructs unique electronic devices to provide designs, layouts or electronic equipment, which may be required for unique circumstances or situations.
4. Schedules and performs inspections, tests and preventive maintenance of electronic equipment to ensure it is functioning properly and to prevent future malfunctions.
  - a. Checks alignments and connections.
  - b. Vacuums dust and other debris.
  - c. Straightens cables.
  - d. Operates the machine.
5. Calibrates electronic equipment to ensure all readings obtained from the device are accurate.
  - a. Compares readings with a known standard.
  - b. Sets the device properly.

6. Prepares and designs wiring diagrams, physical placement, and installation of data collection devices to ensure proper operation and accurate data collection.
  - a. Uses plans and reference material.
7. Prepares specifications and cost estimates for electronic equipment to ensure proper equipment purchase and adequate inventories.
  - a. Uses reference material.
  - b. Contacts suppliers.
8. Maintains records of field and office work activities to ensure accurate records are maintained.
  - a. Document equipment problems, necessary repairs, and progress.
9. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to office manager.

**E. Challenges and Problems:**

Challenged to repair or expedite the repair of electronic equipment as quickly as possible because these devices are often vital to the effective functioning of a work unit. It is also difficult to continue to maintain outdated, worn-out equipment for which replacement parts are difficult to find, to diagnose the source of a malfunction, especially when there are several sources.

Typical problems include keeping abreast of technological advances because of the limited time for training.

**F. Decision-making Authority:**

Decisions made include ensuring all service requests are completed in a timely and efficient; prioritizing the assigned work load; deciding priority items for electronics technicians; employee selection; employee performance reviews; approval of out-of-town travel; training courses required; equipment purchase recommendations; installation layouts and relocation of repair center hardware; need of outside assistance and justification of major repairs.

Decisions referred include approval of training and large expenditures.

**G. Contact with Others:**

Daily contact with electronic suppliers to purchase supplies, parts or equipment and with agency, department or campus personnel to make arrangements for equipment repair and maintenance.

**H. Working Conditions:**

Typical electronic workshop and travel to various work locations. Hazards include the possibility of electric shock. Some electronic equipment contains hazardous chemicals such as liquid nitrogen and acids. Heavy lifting is required to transport electronic devices. Electronic Technician Supervisors are required to work in all types of weather.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- effective methods of supervision;
- principles and techniques of digital and analog applied electronics;
- construction, use, and operation of complex electronic equipment and devices;
- basic record keeping procedures;
- the occupational hazards and safety precautions of the trade;
- computer operation and software use.

Ability to:

- communicate information clearly and concisely;
- read and interpret electronic and electrical specifications and manuals;
- analyze complex wiring diagrams;
- supervise;
- provide effective instruction in the operation, calibration, repair, construction, and maintenance of electrical equipment;
- design, construct, calibrate, maintain, and repair electronic devices and equipment;
- use standard electronic and electrical test equipment and bench tools;
- set up files and maintain records;
- exercise tact and discretion in dealing with others.